

# EMPLOYEE MAILING ADDRESS/CHANGE NOTICE

(RIAR 690-5, Appendix B)

1. Social Security Number      2. Name      3. Office Symbol

4. Effective Date      5. Employee Signature      6. Phone Number

7. Current Date      8. Supervisor Signature

NOTE: Supervisor is responsible for updating Employee Record Card.

9. New Address:

Street/Apt. No.

City

State/Zip Code

## SPECIAL INSTRUCTIONS:

(a) To mail paycheck to Bank, complete FMS 2231

(b) To Change Savings Bonds mail address, complete SBD 2104

10. Forward completed form through RIA Civilian Personnel Office, SIORI-PC (bldg. 102)

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Signature of Personnelist

11. Forward to Payroll Customer Service Representative, SIORI-RMC (bldg. 390)

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Signature of CSR

Data required by the Privacy Act of 1974 (5 USC 552a). Authorized by Title 44 USC 3101 and Executive Order 9397. Principal purpose is to provide civilian and payroll offices a mailing address. SSN is used to provide access to the employee's pay record in the system in order to process required changes. SSN is also used to update and maintain home address in Official Personnel Folder (OPF).